

## DOMAIN EMAIL ACCOUNT SET UP IN GMAIL

### Adding a new account:

1. Log into your existing gmail account.
2. Click **Settings** at the top right corner of the page, and open the **Accounts and Import** tab.

The screenshot illustrates the steps to access account settings in Gmail. At the top right, a red arrow points to the gear icon (Settings). Below it, a dropdown menu is shown with a red arrow pointing to the 'Settings' option. Under the 'Settings' section, a red arrow points to the 'Accounts and Import' tab. Below the tabs, the text 'Change account settings:' is visible.

1-3 of 3 < > [icon] [gear icon]

4/27/14  
4/27/14  
4/27/14

Display density:  
✓ Comfortable  
Cozy  
Compact

Configure inbox

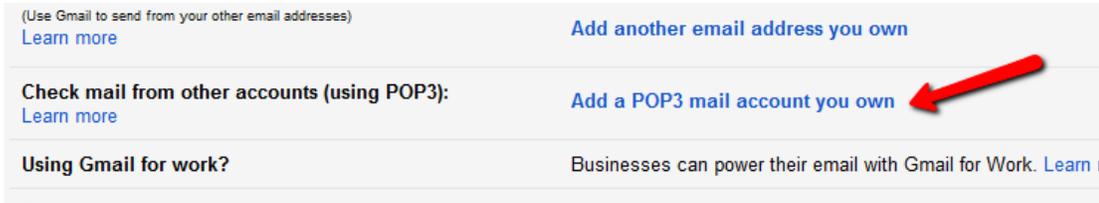
Settings  
Themes  
Help

Settings

General Labels Inbox Accounts and Import Filters

Change account settings:

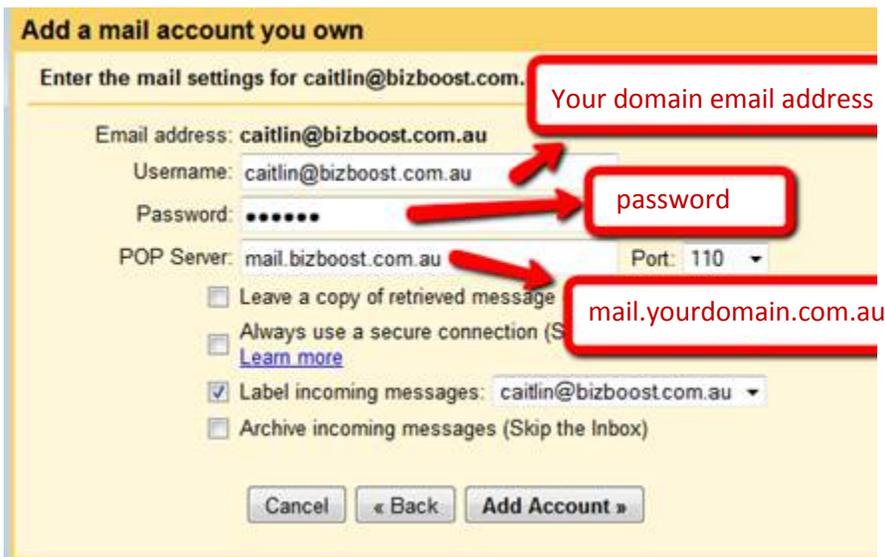
3. Ignore the “import mail” and “send mail as” options right now. Instead in the **Check mail using POP3** section, click **Add POP3 email account**.



4. Enter the full email address of the account you want to access, then click **Next Step**.

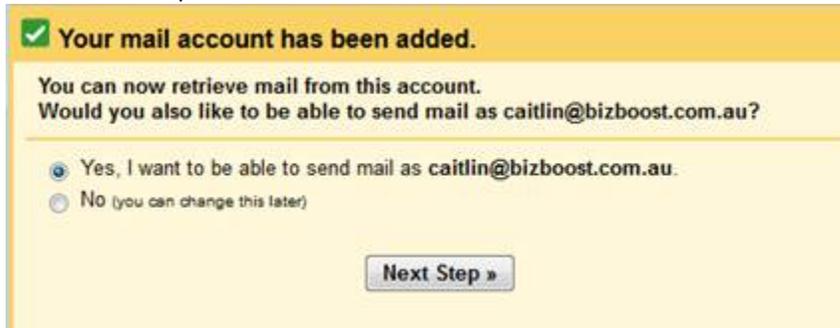


5. Enter your **Username** = email address, **Password** = as given to you by Bizboost, **POP Server**= mail.yourdomain.com.au, **Port**= 110, Check the box that says '**Label incoming messages: your email address**'. Click 'Add Account'.



6. **Click <add account>**. If at this point you get an error message saying there was a problem connecting to the mail server, try checking the “Always use a secure connection” box and try again. If you still cannot connect, there is a problem with the account login, password or mailserver details. Check all these and try again. **Note: you might need to re-enter your password if you get an error message.**

7. If all is well, you will be told “Your mail account has been added”. And you will be asked if you want to be able to send email with your domain name email address. **Select that option.** and click <Next Step>



**✓ Your mail account has been added.**

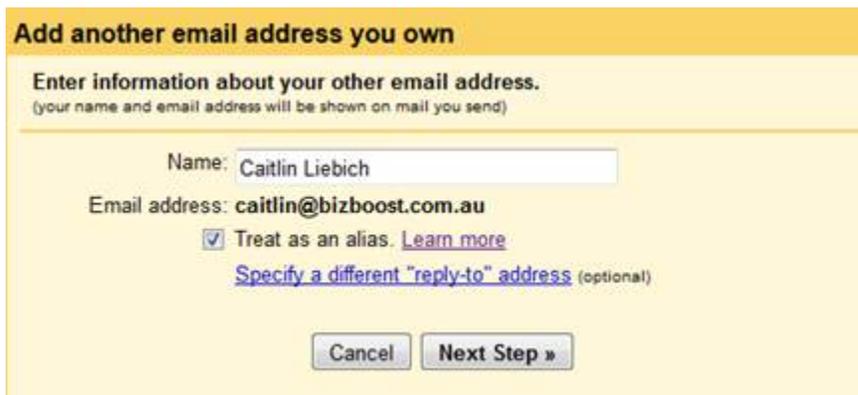
You can now retrieve mail from this account.  
Would you also like to be able to send mail as caitlin@bizboost.com.au?

Yes, I want to be able to send mail as caitlin@bizboost.com.au.

No (you can change this later)

**Next Step »**

8. Confirm the name of the email account that will appear in the “From” details <Next Step>



**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

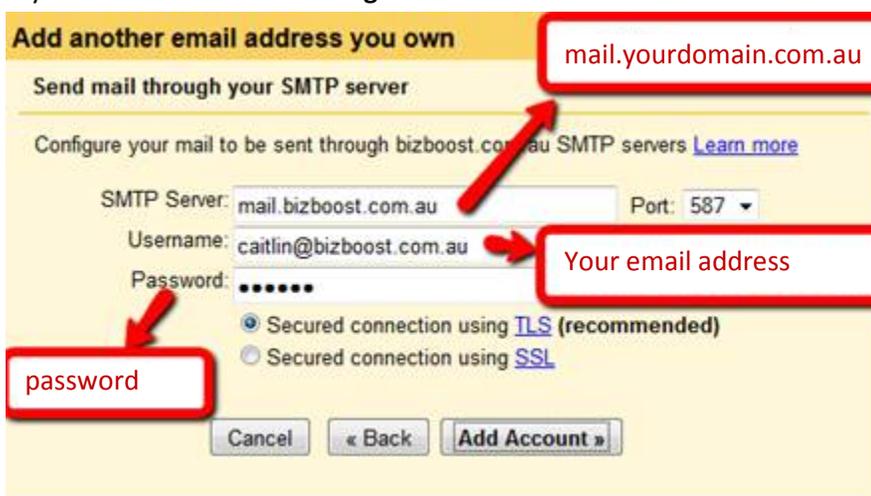
Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

**Cancel** **Next Step »**

9. Change the **SMTP Server** to : mail.yourdomain.com.au, enter your email address as your **Username** and enter your **password** as before, **Server Port**: 587. Leave as ‘**Secured Connection using TLS**’. Click ‘**Add Account**’

– If you have any issues you may need to change the **Server Port** to 25 or tick the check box that says ‘**Secured connection using SSL**’.



**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through bizboost.com.au SMTP servers [Learn more](#)

SMTP Server:  Port: 587

Username:

Password:

Secured connection using **TLS** (recommended)

Secured connection using **SSL**

**Cancel** **« Back** **Add Account »**

10. Nearly done. Gmail just needs to send a verification email to the account you are wanting to channel through it. Why? Otherwise anyone who knew your email password could get access to your emails and send them “on your behalf” without your knowledge.

11. If the connection to your POP email account is OK, the verification email should soon arrive in your Gmail account. **Find that verification email.** – Close the verification window. Go back to your Inbox – you may need to wait a little while or refresh your inbox, but the email should appear – open it. Click on the link.



12. **One last step.** Once you have “verified”, go into “Settings” again. Select the “**Accounts and Import**” tab and in the “**Send Mail As**” section, make sure the “**Reply from the same address the message was sent to**” is checked – this way it keeps your Gmail and Domain email separate.
13. You are good to go. You will still need to login to Gmail using your Gmail email and password that you set up originally.